

STANDING OPERATING PROCEDURE (SOP)

CONTINGENCY OPERATIONS

01 Dec 02

1. PURPOSE: This Standing Operating Procedure (SOP) defines the role of the United States Property and Fiscal Office (USPFO), Military Pay Section (MPS) during a mobilization. The purpose for the SOP is to ensure basic entitlements for pay are established for Army National Guard (ARNG) soldiers ordered to active duty (AD) in support of a contingency operation.

2. APPLICABILITY: The provisions of this SOP apply to each USPFO, MPS of the ARNG. This SOP used with the ARNG Finance Operations Mobilization Checklist provides the necessary information and guidance for processing military pay of ARNG soldiers ordered to AD in support of a contingency operation.

3. REFERENCES:

a. Defense Joint Military Pay System-Reserve Components (DJMS-RC) Automated Data Systems Manual (ADSM), Book 1.

b. DoD 7000.14R, Department of Defense (DoD) Financial Management Regulation (FMR), Volume 7, Part A, Military Pay Policy and Procedures – Active Duty and Reserve Pay.

c. DoD Directive 1341.3, Subject: Servicemen's Group Life Insurance, dated 29 Nov 91.

d. FORSCOM Regulation 500-3-3 (Reserve Components Unit Commanders' Handbook (RCUCH)).

e. Army Regulation 600-8-101, (Personnel Processing (In and Out Mobilization Processing)).

f. Army Regulation 600-81, (CONUS Replacement Center and Individual Deployment Site Handbook).

g. Army TC 21-7, (Personal Financial Readiness and Deployability Handbook).

h. Joint Federal Travel Regulation (JFTR), Volume 1.

i. Defense Finance and Accounting Service - Indianapolis (DFAS-IN), Travel Operations Indianapolis, Travel Pay Bulletin, Contingency Operations Travel Guide.

- j. DA Form 7425, Jul 01, Readiness and Deployment Checklist, Section VII.
- k. ARNG Finance Operations Mobilization Checklist.
- l. ARNG Pay, Benefits, and Entitlements Eligibility.

4. ARNG FINANCIAL SERVICES CENTER (FSC) RESPONSIBILITIES FOR MOBILIZATION:

- a. Provide guidance to the MPS through memorandums, e-mail messages, and regular updates and/or revisions to this SOP.
- b. Provide scheduled mobilization training opportunities at the ARNG Professional Education Center (PEC) and other locations as required.
- c. Provide the respective MPS a copy of a unit/s Department of Army (DA) Alert Order if provided to this office in advance.
- d. Monitor DJMS-RC for the update of a derivative Unit Identification Code (UIC) on Table 39.
- e. Monitor the "DJMS-RC Input and Batch Total Report" (UH022-160) for MPS required TIN input beginning from the unit/s date of mobilization.
- f. Monitor the timeliness of MPS required transactions.
- g. Provide liaison and technical assistance to ARNG unit/s and/or staff at mobilization sites as required.

5. MPS RESPONSIBILITIES FOR MOBILIZATION:

- a. If a derivative UIC is used to mobilize soldiers, the derivative UIC must be entered into the unit master in JUSTIS and Table 39 in DJMS-RC.
- b. Print a copy of the soldier's Master Military Pay Account (MMPA) before any processing occurs. Someone knowledgeable of MMPA data items and codes should verify each entry with the soldier. Ensure the soldier's SSN, Grade, PEBD, ETS, State and Federal Tax Withholding, Number of Exemptions, BAH status, DD/EFT, Mailing Address, SGLI, and SSLI are correct. Ensure all necessary forms are available to make appropriate corrections. All changes must go through the Standard Installation/Division Personnel System (SIDPERS) to maintain the validity of the Pay/Personnel Match.
- c. Print a copy of the soldier's Thrift Savings Plan (TSP) master before any processing occurs. Soldiers must understand that their current TSP percentage election will impact them dramatically once on AD. For example, an aviator has 100%

of their incentive pay elected for TSP. During IDT, the aviator TSP deduction is \$112. Once on AD, and no change to their TSP election, \$840 is now deducted for TSP.

d. The MPS will assist the Family Assistance Coordinator in preparing family readiness briefings as it applies to military pay entitlements.

e. The MPS will receive from the mobilized unit the following items:

(1) AD Orders.

(2) Standard Form (SF) 1199A (Direct Deposit Sign-Up Form) or FMS Form 2231 (FastStart – Direct Deposit) if the soldier desires to change the type of Direct Deposit (DD)/Electronic Funds Transfer (EFT) account or elects to use a different financial institution. All soldiers will receive their pay through DD/EFT.

(3) TD Form IRS W-4 (Employee's Allowance Withholding Certificate) if a change in marital status, number of exemptions, or additional Federal tax withholding is required. For State tax withholding, each State has a version of a tax withholding form.

(4) DA Form 5960 (Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) and/or Variable Housing Allowance (VHA)) is used to ensure the correct rate of Basic Allowance for Housing (BAH) is paid the soldier. Single soldiers maintaining their permanent residence must provide a copy of their mortgage or lease agreement as a substantiating document since their BAH entitlement is based on maintenance of their primary residence. These substantiating document/s validate they are receiving their correct entitlement rate.

(a) A soldier with dependent(s) will receive BAH-I using the ZIP Code of the soldier's primary residence for rate determination.

NOTE: A soldier **must** have physical custody of a child to be considered a dependent.

(b) A soldier without dependents must retain his/her primary residence to receive BAH-I during the period of mobilization. If the soldier discontinues occupancy of his/her primary residence, the soldier will receive BAH-II. In most cases, government quarters will be available entitling the soldier BAH partial rate.

(c) A soldier without dependents may receive BAH-DIFF in addition to BAH-I at the without dependent rate or BAH at the partial rate. BAH-DIFF is now a stand-alone pay entitlement and not the difference between "with" and "without" rates. The soldier's dependent support must be greater than the BAH-DIFF rate. Remember that as the rates change from year to year, the amount of support might require increases to exceed the BAH-DIFF rate. Table 028 on JWMM will contain the rates for BAH-DIFF.

(d) A soldier married to another service member will require the soldier to choose whether to receive BAH-I or BAH-II. Since the mobilized soldier would have

government quarters available if selecting BAH-II, the soldier would receive partial BAH. It is recommended that the mobilized soldier select BAH-I and the other service member select/change to BAH-II. The mobilized soldier should compare the differences in the rates before making the decision on which type of BAH to receive.

f. DA Form 4187 (Personnel Action) authorizing Basic Allowance for Subsistence (BAS) at the appropriate rate.

(1) Enlisted soldiers receive the BAS Standard Rate while deployed in support of a contingency operation in a TDY/TCS status. A soldier already on AD, i.e. AGR, will maintain their BAS rate if the exceeds the Standard Rate. No collection of BAS is required from the soldier's pay and allowances.

(2) If the contingency operation is determined to be under field conditions, enlisted and officers receive the BAS Standard Rate and the meal cost is deducted from their pay.

g. SGLV Form 8286 (Servicemembers' Group Life Insurance Election and Certificate). This form, properly completed, is the authority to initiate or change payroll deductions and designate beneficiary(s). The Office of SGLI recommends that a RC soldier complete a SGLV Form 8286 to designate a current beneficiary(s), if necessary.

(1) No action is required for a soldier who has full SGLI coverage prior to mobilization and wants that coverage to continue.

(2) A soldier with no SGLI coverage is automatically enrolled for the maximum coverage with an effective date of the mobilization. No action is required if the soldier desires the maximum coverage. However, a soldier must complete a VA Form 29-8286 if the soldier does not desire enrollment or wants an amount less than maximum coverage.

(3) A soldier who is enrolled for less than full coverage prior to mobilization is automatically enrolled for the maximum coverage with an effective date of the mobilization. No action is required if the soldier desires the maximum coverage. However, a soldier must complete a VA Form 29-8286 if the soldier does not desire maximum coverage.

h. DD Form 1561 (Statement to Substantiate Payment of Family Separation Allowance) to authorize entitlement to FSA-II, subcategory FSA-T for a soldier who will be separated from his/her family. A soldier who has joint custody of a dependent may be entitled to a prorated amount. The soldier would be entitled to FSA-T during periods in which the soldier otherwise would have had custody of the dependent.

i. The USPFO MPS will establish a long tour of AD on DJMS-RC by using TIN A24 with pay status "O" (alpha) for each soldier mobilized once orders are received. The

start date is the effective date of mobilization and the stop date must be projected out for the number of days specified in the mobilization order.

j. The MPS is also responsible for input of any of the following transactions, as appropriate, for the individual soldier prior to departure from home station:

(1) Use TIN A18 to change EFT information.

(2) Use TIN A30 to start BAH (BAQ portion).

(3) Use TIN A31 to start BAS.

(4) Use TIN A32 to start BAH (VHA portion).

(5) Suspend the following transactions in JUSTIS to ensure they update at the proper time. Use TIN A33 to start Family Separation Allowance (FSA) after the soldier has been separated from his/her dependents continuously for more than 30 days. Also submit TIN C05 to pay the retroactive period of entitlement (from the first day of entitlement through the most recent mid-month or end-of-month paying update).

(6) Use TIN B06 to pay officers an additional uniform allowance, if so entitled.

(7) The MPS is responsible for non-automated pays that require a monthly input into DJMS-RC. Use TIN D02 each month prior to the end-of-month cycle (Code 3) to pay soldiers any of the following non-automated pays:

(a) Parachute Duty - High Altitude Low Opening (HALO).

(b) Experimental Stress Duty.

(c) High and/or Low Pressure Chamber.

(d) Human Acceleration or Deceleration Experimental Subject.

(e) Thermal Stress Experiments.

(f) Toxic Fuels or Propellants.

(g) Toxic Pesticides.

(h) Chemical Munitions.

(i) Continental United States (CONUS) Cost of Living Allowance (COLA) based on the soldier's ZIP Code.

(j) SDAP

(k) HDP-L

k. The Military Pay Section (MPS) will perform the following actions in JUSTIS so DJMS-RC will automatically pay Board Certified Pay (BCP) and Variable Special Pay (VSP).

(1) DJMS-RC added several new Medical Special Pay codes to TIN A28 located on the INCENTIVE/SPECIAL PAY AUTHORIZATION screen. The codes are: A (Veterinarian Special Pay), B (Optometrist Special Pay), C (Medical Variable Special Pay), D (Medical Board Certified Pay), F (Dental Variable Special Pay), G (Dental Board Certified Pay), I (Veterinarian Diplomate Pay), and J (Reserved for future use). A long tour must be present when updating the officer's MMPA before the TIN A28 will update in DJMS-RC for entitlements that require an active duty (AD) period greater than 30 days.

(a) Update a Veterinary Officer's MMPA by submitting a **TIN A28** with **MDVO Type Code A**. DJMS-RC will automatically pay \$100 per month.

(b) Update an Optometry Officer's MMPA by submitting a **TIN A28** with **MDVO Type Code B**. DJMS-RC will automatically pay \$100 per month.

(c) Update a Medical Officer's MMPA by submitting a **TIN A28** with **MDVO Type Code C**. DJMS-RC will automatically calculate the variable special pay by determining the Medical Officer's longevity using the Medical Service Date posted on the MMPA.

(d) Update a Medical Officer's MMPA by submitting a **TIN A28** with **MDVO Type Code D**. DJMS-RC will automatically pay Board Certified Pay. The MDVO Type Code D will trigger the payment of both Variable Special Pay and Board Certified Pay. **All mobilized doctors must be loaded with an MDVO Type Code D that will eliminate the need for monthly TIN D02s.**

(e) Update a Dental Officer's MMPA by submitting a **TIN A28** with **MDVO Type Code F**. DJMS-RC will automatically calculate the variable special pay by determining the Dental Officer's longevity using the Medical Service Date posted on the MMPA.

(f) Update a Dental Officer's MMPA by submitting a **TIN A28** with **MDVO Type Code G**. DJMS-RC will automatically pay Board Certified Pay. The MDVO Type Code G will trigger the payment of both Variable Special Pay and Board Certified Pay. **All mobilized dentists must be loaded with an MDVO Type Code D that will eliminate the need for monthly TIN D02s.**

(g) Update a Veterinary Officer's MMPA by submitting a **TIN A28** with **MDVO Type Code I**. DJMS-RC will automatically pay Veterinarian Diplomate Pay. The MDVO

Type Code I will trigger the payment of both Variable Special Pay and Veterinarian Diplomate Pay. **All mobilized veterinarians must be loaded with an MDVO Type Code I that will eliminate the need for monthly TIN D02s.**

(2) The **ACTIVE DUTY MISCELLANEOUS PAYMENTS & COLLECTIONS** screens were updated to allow the Entitlement Type of **20** on the **TIN C03** and **TIN C05**. To pay or collect medical pays inside IAS, the JUSTIS user will input a **Y** in the data field associated with Entitlement Type **20**.

(3) To pay Medical pays outside IAS, the JUSTIS user will input an **ACTIVE DUTY TIN D02** using the following Components of Pay:

MDVO Type	DESCRIPTION	COP
A	Veterinarian Special Pay	B6
B	Optometrist Special Pay	B4
C	Medical Variable Special Pay	BT
D	Medical Board Certified Pay	BJ
F	Dental Variable Special Pay	DM
G	Dental Board Certified Pay	BK
I	Veterinarian Diplomate Pay	DK
J	N/A	DL
N	No Entitlement	N/A

(4) Each state is responsible for submitting the following documents to the below location for all other Medical Special Pays, not listed above, to include Certified Registered Nurse Anesthetist (CRNA) ISP and Non-Physician Health Care Provider Board Certification Pay (NPHCPBCP). The Office of The Surgeon General will review credentials, determine privileging approval, and provide DFAS-IN the authorized individual rates for top loading payments into DJMS-RC.

(a) Required substantiating documents.

1. Copy of AD Orders.

2. Inter-facility Credentials Transfer & Privileging Brief (ICTPB).

3. If available, documents of previous extended AD periods - DD 214s and ARNG Retirement Points History Statement (NGB 23) or Chronological Statement of Retirement Points (ARPC 249-2-E).

(b) Consolidate all documentation by unit and forward to the following address:

AMEDD Special Pay Branch

Office of The Surgeon General
ATTN: DASG-PTP
200 Stovall Street,
Alexandria, VA 22332-0417

Facsimile DSN 221-2326 or COM 703-325-2326

l. The MPS will provide the unit with a copy of the DFAS PC-Based RC Leave program. DFAS-IN created a simple to use database program that will enable your unit to maintain its soldiers leave balances.

(1) Procedures for download:

(a) Download the program from the DFAS-IN server, the hostname is 'corp2.dfas.mil'.

(b) The username and password is 'DFASIN' and 'INDIANA', respectively.

(c) Change directories to /mpay/rcleave.

m. MPS must send an e-mail message to ARNG Financial Services Center requesting a component change for AGR soldiers ordered to perform AD in support of contingency operations. ARNG Financial Service Center will coordinate with DFAS-IN to ensure the component change occurs.

n. Input for all other pay entitlements will be the responsibility of the supporting finance office in the theater of operation.

o. Call the ARNG Financial Services Center for assistance if you have any questions regarding your responsibilities for the finance segment of Soldier Readiness Processing (SRP) for ARNG mobilizations.

6. MPS RESPONSIBILITIES DURING HOME STATION DEMOBILIZATION:

a. The MPS is responsible for validating the status of any soldier who does not return to a demobilized status with the unit. The MPS will discontinue monthly input of any non-automated pays.

b. The MPS will input the following transactions, as appropriate, for the individual soldier following release from the mobilization:

(1) Use TIN A24 with pay status "O" (alpha) to terminate the long-tour under the following conditions:

(a) AWOL.

(b) Confinement in the hands of civil authorities.

(c) Early separation.

(2) Use TIN A24 with pay status "N" to terminate the long-tour payment on the death of the soldier.

(3) Use TIN C03 to establish a collection for any period of duty for overpayment due to the above actions.

(4) Use TIN C11 to report leave accrual and leave usage and to pay any authorized period of accrued leave due the soldier. This cannot be input until the final tour payment is paid on the next mid-month or end-of-month pay cycle. The soldier must request the specific period of payment and certify that this payment will not exceed the 60-day limitation. The unit commander must certify that all periods the soldier was on leave during the period of mobilization have been accounted for in the calculation. Notify DFAS-IN, RC Processing, to establish a collection action if a soldier is in an excess leave status. Units will submit a copy of the RC Leave system report signed by the soldier documenting the accrual and usage of leave. DA Form 31 (Request and Authority for Leave) should be submitted for each period of leave used.

(5) Use TIN A07/A08 to restore the soldier's LES mailing address to the soldier's home of residence or designated address, if previously changed by the soldier.

(6) Use TIN A18 to change the type of DD/EFT account or if the soldier elects to use a different financial institution. DD/EFT following periods of mobilization remains the mandatory DoD method of payment following all periods of mobilization.

c. The MPS must recompute an amendment in AFCOS to change the end date of a mobilization order to the date on the DD Form 214 to ensure the AD history file is correct.

d. The MPS must send an e-mail message to the ARNG Financial Services Center requesting a component change for AGR soldiers released from AD in support of a contingency operation. ARNG Financial Services Center will coordinate with DFAS-IN to ensure the component change occurs.

7. MPS RESPONSIBILITIES FOR DEMOBILIZATION BY A DMPO OR FO:

a. Sections a and b in paragraph 6 is handled by the supporting Defense Military Pay Office (DMPO) / Finance Office (FO).

b. The MPS must send an e-mail message to the ARNG Financial Services Center requesting a component change for AGR soldiers released from AD in support of a contingency operation. ARNG Financial Services Center will coordinate with DFAS-IN to ensure the component change occurs.

c. An AGR soldier is entitled to a DD Form 214 when the soldier is demobilized from a contingency operation. The Army uses an automated system called TRANSPROC to in and out (I/O) process soldiers. When the automated DD Form 214 is input, it sends a separation transaction (FID E503) to DJMS-AC. After the transaction is produced, the soldier will go into a "T" status for date of separation (DOS) plus 20 days. On the 21st day the soldier goes into a fully separated or "V" status.

(1) The MPS should monitor the AGR pay accounts immediately after demobilization to ensure AGR soldiers do not go into a "V" status.

(2) Once the FID E503 is produced, the MPS can cancel the transaction with a FID E506 that will place the soldier back into an "A" (paying) status.

(3) If the account is not monitored and the soldier goes into a "V" status, the account must be re-accessed in the following month. You cannot re-access in the same month, because DJMS-AC is designed that the soldier must remain in a "V" status through 1 month-end restructure (MER).

(4) To re-access the soldier is the same as processing a new accession. The USPFO will input a FID E203 with all the related trailer inputs.

8. INDIVIDUAL GOVERNMENT TRAVEL CARD:

a. The purpose of the Individual Government Travel Card is to pay for reimbursable travel expenses incurred in the performance of official travel. It is not a source of ready cash for unexpected expenses or a requirement for mobilization.

b. The losing Account Program Coordinator (APC) will deactivate mobilizing soldiers' existing Individual Government Travel Cards and will not request cards for mobilizing soldiers who are not current card holders. **Do not activate and issue cards "just in case".**

c. The mobilized Army National Guard (ARNG) commander or senior ranking soldier must provide their state APC a copy of the orders issued by the mobilization station. These orders indicate the unit to which the mobilized unit or soldiers will belong once they leave the mobilization station. The state APC will then transfer the accounts into the gaining active component (AC) hierarchy. Contact NGB-ARC-F, the Travel Card HL3 APC, Commercial (317) 510-3992, DSN 699-3992, if the new hierarchy cannot be determined.

d. The gaining AC commander will determine whether or not mobilized ARNG soldiers require Individual Government Travel Cards.

e. The responsible AC APC will transfer existing accounts for mobilized ARNG soldiers into their hierarchy, and facilitate the application and issuance of any new cards

the AC commander determines is required. The AC APC is completely responsible for the maintenance of accounts for all mobilized ARNG soldiers similar to any other AC soldier assigned to their command.

f. The losing APC will contact NGB-ARC-F, the Travel Card HL3 APC as indicated in paragraph c above, if there are any problems with the AC APC accepting the mobilized Individual Government Travel Cards.

g. Upon REFRAD (Released From Active Duty) into the ARNG, the state APC will transfer all pre-existing and new accounts into their hierarchy.

9. TRAVEL VOUCHERS:

a. Per Diem - Per diem is based on the availability of lodging, mess, and the daily incidental rate of \$3.50 for Outside Continental United States (OCONUS) or \$2.00 for Continental United States (CONUS).

b. OCONUS - In most cases during OCONUS deployment, soldiers are only entitled to \$3.50 per day because lodging, mess, and other facilities are provided.

Generally, all OCONUS TDY/TCS travel vouchers are settled when the final leg of travel is completed. For TDY travel within TDY travel, a new DD Form 1610 must be provided, and settlement for that travel may be submitted upon return. Soldiers are required to include settlements for other TDY trips with their final travel settlement and are responsible for liabilities associated with the Individual Government Travel Card. The final travel settlement will contain the following items:

(1) One original or clear copy of a completed DD Form 1351-2 (starting date of departure from home station covering each leg of travel).

(2) One copy of all TDY/TCS/REFRAD orders, amendments, and leave and pass forms if applicable.

(3) One copy of DD Form 214.

(4) One copy of all DD Forms 1610 if applicable.

(5) One copy of Unit Movement Orders and amendments if applicable.

(6) One copy of all receipts over \$75.00 (it is advantageous to keep all receipts).

(7) One copy of all lodging receipts if applicable (regardless of the amount).

(8) One copy of all advances and accrued per diem payments received.

(9) One copy of all paid travel vouchers from any TDY trips while deployed (final itinerary must include all internal/side TDY trips).

The final travel settlement is prepared/certified at the demobilization site and submitted through the servicing USPFO to the following address:

DFAS-IN/Contingency Travel, Dept. 3900, 8899 East 56th Street, Indianapolis, IN 46249-3900.

c. CONUS - There is no entitlement to per diem for soldiers ordered to AD within the limits of their permanent duty station (PDS) or the local area.

Contract meals and/or lodging is the preferred method to feed and house several soldiers or an entire unit placed on AD outside their permanent duty station or local area and collocated for an extended period.

d. Accrual Travel Vouchers - Soldiers in support of operations at locations where meals and/or lodging are not available are authorized accrual travel vouchers. An accrual travel voucher is a partial payment of TDY/TCS expenses submitted on a monthly basis. This ensures timely payment of the Individual Government Travel Card and prevents maximizing the card's set dollar limit. Soldiers are required to include settlements for accruals with their final travel settlement and are responsible for liabilities associated with the Individual Government Travel Card. The accrual travel settlement will contain the following items:

(1) An accrual is requested after 30 days of continuous TDY/TCS duty. Each request should indicate the 30-day period requested, i.e. 1st, 2nd, and 3rd.

(2) Submit one original or clear DD Form 1351-2 marked "ACCRUAL", orders, lodging receipts, statement of non-availability, and any items of expense \$75.00 or more.

(3) Submit all leave forms.

Accrual travel vouchers are sent directly to the DFAS-IN address below. However, the final travel settlement is prepared/certified at the demobilization site and submitted through the servicing USPFO to the following address:

DFAS-IN/Contingency Travel, Dept. 3900, 8899 East 56th Street, Indianapolis, IN 46249-3900.

e. Split-Disbursement - Soldiers are encouraged to select the "split-disbursement" payment option on the DD Form 1351-2 when using the Individual Government Travel Card. Soldiers can elect Electronic Fund Transfer (EFT) to send a designated portion of their travel reimbursement directly to their Individual Government Travel Card account. The balance of the travel settlement is sent to the soldier's designated financial institution account.

10. ADDITIONAL PAY INFORMATION:**a. Family Subsistence Supplemental Allowance (FSSA).**

(1) The purpose of FSSA is to address substandard income levels of military soldiers "while on active duty". FSSA is not intended to address soldiers' civilian financial situation outside of AD.

(2) FSSA is a monthly entitlement based on calendar months. Therefore, the household income of ARNG soldiers will be computed on a calendar month basis, even in cases where the AD period includes two partial months.

(3) ARNG soldiers are eligible to participate in the FSSA program while serving on AD. They are eligible for each day of AD. No minimum number of days on AD is required soldier eligibility.

(4) ARNG soldiers are entitled to 1/30th of one month's FSSA for each day of duty performed for periods of AD less than a full month.

(5) ARNG soldiers must apply for FSSA during the period commencing 30 days prior to AD and concluding at midnight on the last day of AD. Soldiers are not eligible for FSSA if application is made more than 30 days after the conclusion of the AD.

(6) The starting date of the entitlement will be the first day of AD, regardless of when the soldier makes application during the period. The ending date of the entitlement will be the last day of AD.

(7) The USDA table below is the gross monthly income eligibility limits based on household size. The soldier is counted as part of the household.

Household Size	Gross Monthly Income Limits	Net Monthly Income Limits
1	\$931.00	\$716.00
2	\$1,258.00	\$968.00
3	\$1,585.00	\$1,220.00
4	\$1,913.00	\$1,471.00
5	\$2,240.00	\$1,723.00
6	\$2,567.00	\$1,975.00
7	\$2,894.00	\$2,226.00
8	\$3,221.00	\$2,478.00
Each Additional Member	+\$328.00	+\$252.00

NOTE: This table is updated at the beginning of the fiscal year and good from 01 Oct 01 - 30 Sep 02.

b. FAMILY SEPARATION ALLOWANCE (FSA) - FSA. Payable only to members with dependents. Two types of FSA are authorized: Type I and Type II. Both types are payable in addition to any other allowance or per diem to which a member may be entitled. A member may qualify for FSA-I and FSA-II for the same period. In that case, concurrent payment of both types is authorized. A member, however, may not receive more than one payment of FSA-II for the same period, even though qualified for FSA-R and FSA-S or FSA-T.

a. FSA Type I is paid to a member whose family members are restricted at the new OCONUS duty station and government quarters are not available at the new duty station.

b. FSA Type II is designed to compensate married members for added expenses incurred because of enforced separation from their families for deploying on temporary duty (FSA-T) away from the permanent duty station for 30 consecutive days or more.

FSA is payable when the member is away from their permanent duty station continuously for more than 30 days, and the member's dependents are not residing at or near the TDY station.

c. CONUS COLA. Payable to soldiers who maintain a residence in a high cost area within the continental United States. The rate payable is the rate associated with the location of the soldier's principal place of residence.

d. OCONUS COLA. Payable to soldiers who reside outside the continental United States. The rate payable is the rate associated with the location of the soldier's principal place of residence. Soldiers who are mobilized from the continental United States for duty overseas are not entitled to OCONUS COLA since the soldier's permanent duty station and residence remains in the continental United States.

e. Hardship Duty Pay - Location (HDP-L). Payable to enlisted soldiers performing duty in an overseas location. Authorized areas are published in the DoDFMR, Volume 7A. HDP-L was formerly called Certain Places Pay/Foreign Duty Pay.

f. Hostile Fire Pay (HFP). Payable to any soldier who performs duty in an HFP area. RC soldiers are only required to serve one day on official duty in the HFP area to be entitled to the full amount. Areas designated as HFP are defined in the DoDFMR, Volume 7A.

g. Combat Zone Tax Exclusion (CZTE). Relieves soldiers of the requirement to pay federal and generally state taxes, depending upon state requirements on income earned during service in an area designated as a combat zone. A soldier who is on official duty for at least one day in the combat zone qualifies for the CZTE for that month. A soldier who performs military duties outside the combat zone in direct support of the contingency operation and qualifies for HFP may also be entitled to the CZTE.

(1) Enlisted soldiers who perform duty in an area designated, as CZTE, will have all pay excluded from federal and generally state taxes. Officers who perform duty in an area designated as CZTE will have all pay excluded from federal and generally state taxes, limited to the highest pay of the Army's enlisted soldier.

(2) DJMS-RC collects taxes from all taxable income. If a soldier is entitled to CZTE, DJMS-RC refunds any taxes collected on the first paying update of the following month.

h. Leave. Soldiers earn 2.5 days of leave for every 30 days of duty, prorated for partial months. During contingency operations, any leave sold after leaving AD will not count against the 60-day limit on leave sold.

i. Allotments. The DoDFMR, Volume 7A allows RC soldiers to have allotments when serving on a contingency operation. However, DJMS-RC is not programmed to withhold monies for an allotment. DFAS-IN does allow a mobilized RC soldier to have an allotment for support of dependents that do not have access to the soldier's bank account. The soldier requests, through their commander, a deduction in pay. The allotment is actually handled as a garnishment by DFAS-IN.

NOTE: Soldiers are encouraged to consult with their local financial institution to set up electronic withdrawal to pay routine expenses while mobilized.

j. Court Ordered Garnishment. Soldiers may request a civilian wage court ordered garnishment deducted from their military pay. This could prevent the soldier from going into arrears for child support, alimony, etc., while serving on AD. Soldiers requesting garnishment from their military pay must provide the mobilization site a copy of their court order for child support, alimony, etc. The mobilization site will fax the court order to DFAS Cleveland Office of the General Counsel. The soldier **must** notify the mobilization site to stop the garnishment upon completion of AD.

k. Officer Uniform Allowance. Most officers ordered to AD in support of a contingency operation are entitled to an additional AD uniform allowance in the amount of \$200. It is payable when an officer is ordered to active duty for more than 90 days and has not been on an active tour of 90 days or more within the last two years.

l. Advance Pays. Advance pays may be authorized to mobilized soldiers. The advance pay can be obtained from the mobilization station FO or the USPFO if the unit is performing a home station mobilization. The advance pay will be collected from the soldier's next pay due.

m. Savings Deposit Program (SDP). The SDP allows ARNG soldiers to deposit his/her unallotted (NET) current pay and allowances with the servicing contingency operation FO by cash or writing a check to the finance officer. The SDP allows the soldier to deposit up to \$10,000 per year and earn a 10% rate of return. Service

members must submit a written request to DFAS-Cleveland Center for withdrawals. The request must include their name, SSN, branch of service, amount requested, and signed. The mailing address must be provided if the payment is to be made by check. If payment is to be sent to the service member's financial institution include the routing number, account number, and type of account; i.e. savings or checking. A toll free telephone number for CONUS based service members to call DFAS-Cleveland is 1-800-624-7368. Remember to keep all receipts provided by the serving deployed FO as proof of payment.

n. Bonus Payment. Soldiers who are authorized a bonus payment remain entitled to any payments while deployed. The CZTE has no effect on the taxability of a bonus if the bonus was not established in a month the soldier was not entitled to CZTE.

o. Active Duty Medical Extension (ADME). RC soldiers on AD who are injured, incur disease or illness incurred or aggravated in the line of duty may require retention beyond their unit's Release From Active Duty (REFRAD) date and extended on AD under Title 10 authority. The soldier is retained pending resolution of their medical condition or completion by the Physical Disability Evaluation System (PDES).

(1) If the treating physician determines that the soldier's treatment or medical evaluation board process will extend beyond 30 days, the soldier has two options:

(a) Sign a release statement that the soldier declines ADME to receive medical care. Soldier is entitled to use the nearest Military Treatment Facility (MTF) for medical treatment associated with the line of duty illness or injury.

(b) Consent to remain on AD. Soldier "attached" to nearest MTF.

p. myPay. myPay (formally Employee/Member Self Service (E/MSS)) is an Interactive Voice Response System (IVRS) and Internet/Web Based Technology that allows soldiers to access and perform changes to their military pay accounts in a secure electronic environment. This service is completely voluntary for soldiers to use. DFAS mailed soldiers a Temporary Personal Identification Number (PIN) under separate cover with instructions on the use of the myPay system. The system validates the PIN each time soldier signs on to perform a transaction. myPay is accessible at the following Internet address:

<https://mypay.dfas.mil> or

<http://www.dfas.mil> (click on the myPay option).

(1) Initial Temporary PIN. The Initial Temporary PIN must be personalized on-line to make it Permanent. The Permanent PIN cannot contain 4 or more consecutive numbers or contain 3 or more repetitive numbers. The numbers cannot begin with zeros, 9s, or the last four of the SSN. All newly hired technicians will receive a mailed Initial Temporary PIN.

(2) Unknown or Suspended Permanent PIN. A soldier can re-activate their Permanent PIN on-line in myPay if they forgot or suspended their PIN.

(a) Unknown PIN - A soldier must enter their SSN and any 4-8 numeric digit PIN *three times*. This will suspend their PIN record and screen instructions will explain how to establish a new personalized Permanent PIN. The soldier must enter the desired new PIN *twice* and correctly respond to the identity validation questions.

(b) Suspended PIN - A soldier must enter their SSN and any 4-8 numeric digit PIN *once*. Screen instructions will explain how to establish a new Personalized Permanent PIN. The soldier must enter the desired new PIN *twice* and correctly respond to the identity validation questions.

(3) Establishing New Temporary PIN - A soldier must fax or mail the following information to DFAS in order to establish a new Temporary PIN if they do not know or suspended their Temporary PIN. The following information is required:

- (a) Name
- (b) SSN
- (c) Copy of your government photo ID (If you do not have a government photo ID, you can send a copy of your driver's license or other photo ID.)
- (d) Daytime phone number
- (e) Signature

Send the following information to:

DFAS-Cleveland/PMCAA, Attention: myPay, 1240 East 9th Street, Cleveland, Ohio 44199

Facsimile: 216-522-5800

NOTE #1: The new Temporary PIN is set to the last five numbers of the technician's SSN. The soldier must wait **at least two** business days before attempting to use the new Temporary PIN (allow additional time if mailed). **The soldier will not receive any notification that their Temporary PIN was reset.**

NOTE #2: Soldiers may also personalize their PIN following the same procedures using the myPay IVRS toll-free at 877-363-3677 or COM at 478-757-3119.

q. Killed in Action (KIA). The IRS provides a rule that allows a decedent's beneficiaries to receive a refund of any taxes paid by the soldier for the current and prior tax year.

(1) A soldier must die while serving in a combat zone or from wounds, disease, or injury incurred while serving in a combat zone, or from wounds or injury incurred in a terroristic or military action for eligibility for tax forgiveness. Tax forgiveness also applies to ARNG soldiers serving outside the combat zone if the service was in direct support of military operations in the combat zone and the soldier qualified for hostile fire or imminent danger pay.

(2) A surviving spouse or personal representative must file a DT-IRS Form 1040 or Form 1040X. A personal representative can be an executor, administrator, or anyone who is in charge of the decedent's assets. Complete a DT-IRS Form 1040 if a tax return was not filed for the tax year. A DT-IRS Form W-2 must accompany the DT-IRS Form 1040. Complete a DT-IRS Form 1040X if a tax return was filed. Generally, the period for filing a claim for credit or refund is 3 years from the time of the return or 2 years from the time the tax was paid, whichever is later.

(3) All returns must be identified by writing "Enduring Freedom – KIA", "Kosovo Operation – KIA", "Desert Storm – KIA", or "Former Yugoslavia – KIA" in bold letters on the top of page 1 of the return and on the line for TOTAL TAX. If the soldier was killed in a terroristic action, write "KITA – Oklahoma City", "KITA – 9/11", or "KITA – Anthrax" on the front of the form and on the line for TOTAL TAX.

11. SOP POINT OF CONTACT (POC):

The POC for comments and/or suggestions concerning this SOP is Mr. Daryl Kasper at DSN 699-3991, COM 317-510-3991, or E-mail kasperd@arng-fsc.ngb.army.mil.

Send written comments and/or suggestions to the following address:

DFAS-IN, ATTN: NGB-ARC-F, Column 118C, 8899 E. 56th Street, Indianapolis, IN 46249-5100

ARNG Finance Operations Mobilization Checklist

The following data must be verified with the soldier's most recent 2405 or MMPA to ensure that the proper entitlements are paid. Review the following with each soldier. Update the MMPA and make changes to SIDPERS before arrival at Mobilization Station:

Soldier's Name: _____ Date of view: _____

Unit of assignment: _____

DATA (CORRECT – C / REQUIRED – R) C R REMARKS

NAME			
SSN			
PEBD			
RANK/GRADE			
UIC/PAS			
BAH STATUS			
CONUS COLA STATUS			
INCENTIVE PAYS			
COURT ORDERED GARNISHMENT			
SGLI			
W-4 (TAXES)			
STATE LEGAL RESIDENCE			
DD/EFT			
FAMILY SEPARATION PAY			
MAILING ADDRESS			
MEDICAL PAYS			
RESIDENCE CERTIFICATION (BAH)			
MYPAY ACCESS (PIN)			
TSP-U-1 (ELECTION)			
TSP-U-3 (BENEFICIARY)			

SUSPENSE DATE: - Documents to review team/unit administrator: _____

NOTE 1: There are four different types of BAH. They are BAH-With, BAH-WO, BAH-Diff, and BAH-Partial. BAH for RC soldiers is payable based on the soldier's HOR as stated on his/her orders. Supporting mortgage or lease documentation required to support retention of housing during deployment.

NOTE 2: Soldiers will receive additional pay such Hostile Fire Pay. The Finance unit in theatre is responsible for addressing pays unique to theatre.

NOTE 3: Remarks Section will indicate the actions required by the soldier to correct pay information. The soldier is given a copy of the checklist to ensure actions are known. A suspense date is established to assist in document retrieval and input by the unit, or review team.